

CITY OF GRAND RAPIDS

May 6, 2011

Diana Lopez
Senior Editor – Sunshine Review

Re: Freedom of Information Act Request #2948

Dear Ms. Lopez:

This letter will respond to your Freedom of Information Act request above referenced as received by the Freedom of Information Act Coordinator on April 14, 2011. Your request is as follows:

"... access to and a copy of:

- 1) *Records* of all salaries more than \$150k from January 1, 2008 to January 1, 2011.*
- 2) *Records of salaries from January 1, 2008 to January 1, 2011 for:*
 - *Mayor*
 - *City council members*
 - *City Manager*
- 3) *Benefits information for items 1 and 2, from January 1, 2008 to present day or most recently available records, if applicable.*
- 4) *Overtime hours for retiring personnel from January 1, 2008 to January 1, 2011.*
- 5) *City cell phone use from January 1, 2008 to January 1, 2011.*
- 6) *City personal car use from January 1, 2008 to January 1, 2011.*

Your request regarding Items 1 through 3 is granted. A copy of the public records available to respond to your request is enclosed.

In response to Paragraph 4 of your request involving "overtime hours for retiring personnel," I interpret your request to mean that you are seeking information regarding actual overtime hours worked by those employees that retired from the City of Grand Rapids during the stated time period. Benefits under the Grand Rapids Pension Systems are calculated based on group averages, and not on actual hours worked. The data you seek therefore does not presently exist in any compiled report. I have been informed by City Staff that there will be a significant amount of employee time that must be expended, in order to search for and compile documents that comply with Paragraph 4 of your request. In addition to the staff time required, there will also be copying charges for the documents involved. MCL 15.234(2) permits a public body to "require at the time a request is made a good faith deposit from the person requesting the public record . . . if the fee authorized [by the statute] exceeds \$50.00. The deposit shall not exceed ½ of the total approximate fee."

Pursuant to this statutory authority, the City of Grand Rapids hereby requires a deposit in the amount of \$300.00, before the City will begin to search for and compile the documents referenced

above. Once this office receives your deposit, I will notify the appropriate departments to begin the required search.

In response to Paragraph 5 regarding "City cell phone use", I interpret your request to mean that you are seeking information regarding actual costs associated with the use of cell phones issued to City employees during the stated time period. The data you seek does not presently exist in any compiled report for the time period requested. However, the City does have in its possession a report summarizing invoices for city-issued cell phones for management employees over a six-month period, which is the most complete record on this topic presently in the City's possession. That document is enclosed.

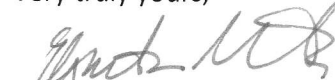
If you require a more expansive report, I have been informed by City Staff that there will be a significant amount of employee time that must be expended, in order to search for and compile documents that comply with Paragraph 5 of your request. In addition to the staff time required, there will also be copying charges for the documents involved. MCL 15.234(2) permits a public body to "require at the time a request is made a good faith deposit from the person requesting the public record . . . if the fee authorized [by the statute] exceeds \$50.00. The deposit shall not exceed ½ of the total approximate fee."

Pursuant to this statutory authority, the City of Grand Rapids hereby requires a deposit in the amount of \$100.00 before the City will begin to search for and compile the documents referenced in Paragraph 5 above.

In response to Paragraph 6 seeking "City personal car use", your request is granted. I have enclosed the City's policy regarding 24-hour vehicle use, and the most recent list of 24-hour vehicle assignments.

If you have questions regarding this matter, please do not hesitate to contact me.

Very truly yours,



Elizabeth R. White
Deputy City Attorney
FOIA Coordinator

ERW/jlm

Y:\JENNIFER\F.O.I.A\2011 Responses\2948 Diana Lopez - GRANT & DEPOSIT.docx

MEMORANDUM

CITY OF GRAND RAPIDS

Date: August 19, 2004

To: Kurt F. Kimball
City Manager

From: David K. Etheridge
Director of Human Resources

SUBJECT: SALARY ORDINANCE – APPOINTED OFFICIALS

The attached Ordinance would implement the following salary adjustments for Appointed Officials, as recommended by Mayor Heartwell:

<u>% Increase</u>	<u>Effective Date</u>
2%	September 1, 2004
3%	January 1, 2005
3%	January 1, 2006

Please place this item on the next City Commission agenda.

DKE/rh

Attachment

1

FOR IMMEDIATE EFFECT

YOUR FISCAL COMMITTEE recommends adoption of an ordinance to establish salary ranges for the appointed officers of the City.

FISCAL COMMITTEE

Com. _____, supported by Com. _____, moved adoption of the following Salary Ordinance:

RESOLVED that the attached Ordinance amending Section 1.5 of Ordinance 87-9, a Salary Ordinance, be and is hereby adopted.

FOR IMMEDIATE EFFECT

AN ORDINANCE TO AMEND SECTION 1.5 OF
ORDINANCE 87-9, A SALARY ORDINANCE

ORDINANCE 04-

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

1. Section 1. That Section 1.5 of Ordinance 87-9 be amended as follows:

"Section 1.5 There are hereby established the following schedules of annual pay ranges which shall be the basis for establishing the rate of compensation for the following appointed officers of the City as indicated below:

APPOINTED OFFICERS

STEPS

<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
-----------------------	----------------	----------------

Effective September 1, 2004:

City Manager	\$115,082	\$138,721
City Attorney	\$ 95,111	\$115,609
City Treasurer	\$ 78,138	\$ 95,287
City Clerk	\$ 78,138	\$ 95,287

Effective January 1, 2005:

City Manager	\$118,534	\$142,883
City Attorney	\$ 97,964	\$119,077
City Treasurer	\$ 80,482	\$ 98,146
City Clerk	\$ 80,482	\$ 98,146

Effective January 1, 2006:

City Manager	\$122,090	\$147,169
City Attorney	\$100,903	\$122,649
City Treasurer	\$ 82,896	\$101,090
City Clerk	\$ 82,896	\$101,090

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission.

Appointed officers continuing in office who are at the maximum of their respective pay range and who are re-appointed by the City Commission for satisfactory job performance shall continue at the maximum pay step for their salary range, as that range may be adjusted in this ordinance."

Section 2. The provisions of this Ordinance shall take effect as of September 1, 2004. All ordinances or portions of ordinances in conflict herewith are expressly repealed as of the effective date hereof.

MEMORANDUM

CITY OF GRAND RAPIDS

Date: October 10, 2008

To: Kurt F. Kimball
City Manager

From: Mari Beth Jelks
Director of Human Resources

Subject: **SALARY ORDINANCE – APPOINTED OFFICIALS**

The attached Ordinance would implement the following salary adjustments for appointed officials.

<u>% Increase</u>	<u>Effective Date</u>
2.5%	October 21, 2008
2%	July 1, 2009
2.5%	June 30, 2010

Please place this item on the next City Commission agenda.

MBJ/eo

Attachment

AN ORDINANCE TO FIX THE SALARIES AND RATES OF COMPENSATION OF APPOINTED OFFICIALS IN THE CITY OF GRAND RAPIDS, TO ADOPT A SCHEDULE OF ANNUAL PAY RANGES FOR SUCH EMPLOYEES; TO PROVIDE FOR THE ADOPTION OF RULES PRESCRIBING THE METHOD OF PROVIDING FOR INCREASES AND DECREASES IN COMPENSATION WITHIN THE PAY RANGES ESTABLISHED BY THIS ORDINANCE, TO PROVIDE FOR THE REGULATION OF OTHER PERSONNEL MATTERS AND TO REPEAL ALL ORDINANCES IN CONFLICT HEREWITH, SAID REPEAL TO BECOME EFFECTIVE AS OF OCTOBER 21, 2008.

ORDINANCE 2008-

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

"Section 1 There is hereby established the following schedule of annual pay ranges which shall be the basis for establishing the rate of compensation for the following appointed officers of the City as indicated below:

APPOINTED OFFICERS

STEPS

<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
-----------------------	----------------	----------------

Effective October 21, 2008:

City Manager	\$125,142	\$150,848
City Attorney	\$103,426	\$125,715
City Treasurer	\$ 84,968	\$103,617
City Clerk	\$ 84,968	\$103,617

Effective July 1, 2009:

City Manager	\$127,645	\$153,865
City Attorney	\$105,495	\$128,230
City Treasurer	\$ 86,668	\$105,690
City Clerk	\$ 86,668	\$105,690

Effective June 30, 2010:

City Manager	\$130,836	\$157,712
City Attorney	\$108,131	\$131,435
City Treasurer	\$ 88,834	\$108,332
City Clerk	\$ 88,834	\$108,332

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission.

Appointed officers continuing in office who are at the maximum of their respective pay range and who are re-appointed by the City Commission for satisfactory job performance shall continue at the maximum pay step for their salary range, as that range may be adjusted in this ordinance."

Section 2. The provisions of this Ordinance shall take effect as of October 21, 2008. All ordinances or portions of ordinances in conflict herewith are expressly repealed as of the effective date hereof.

	Yeas		Nays
	_____	Bliss	_____
	_____	Gutowski	_____
	_____	Jendrasiak	_____
	_____	LaGrand	_____
	_____	Lumpkins	_____
	_____	White	_____
	_____	Mayor Heartwell	_____
Yeas:	_____	Nays:	_____
Adopted:	_____	Failed:	_____

Carried by a roll call vote: Yeas: -6 Coms. Bliss, Gutowski, LaGrand, Lumpkins, White, Mayor Heartwell Nays: -1 Com. Jendrasiak
Com. Lumpkins, supported by Com. LaGrand, moved that the appropriation ordinance take immediate effect pursuant to Section 9 of Title V of the City Charter.

Adopted: Yeas: -6 Coms. Bliss, Gutowski, LaGrand, Lumpkins, White, Mayor Heartwell Nays: -1 Com. Jendrasiak

77657 Com. Jendrasiak, supported by Com. Bliss, moved to adopt the following ordinance and, pursuant to Title V, Sec. 10(b) of the City Charter to approve publication of the attached Summary of the ordinance in the official newspaper in lieu of the full text thereof.

EXHIBIT A
SUMMARY OF ORDINANCE 2008 - 45

This Ordinance identifies the job classifications, salary ranges, and compensation rules associated therewith for Appointed Officials of the City of Grand Rapids. This Ordinance provides for salary adjustments as follows:

- 1) 2.5% increase, effective October 21, 2008
- 2) 2.0% increase, effective July 1, 2009
- 3) 2.5% increase, effective June 30, 2010

NOTICE: Printed copies of the full text of this Ordinance are available for inspection and distribution at the office of the City Clerk.

Carried by a roll call vote: Yeas: -6 Coms. Bliss, Gutowski, LaGrand, Lumpkins, White, Mayor Heartwell Nays: -1 Com. Jendrasiak
Com. Jendrasiak, supported by Com. Bliss, moved that the appropriation ordinance take immediate effect pursuant to Section 9 of Title V of the City Charter.

Adopted: Yeas: -6 Coms. Bliss, Gutowski, LaGrand, Lumpkins, White, Mayor Heartwell Nays: -1 Com. Jendrasiak

77658 Com. White, supported by Com. Lumpkins, moved to adopt the following:

ORDINANCE NO. 2008 - 46

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

Section 1. That the following constitutes amended additions to the designated line items of Section 1 of Ordinance 2008-20, the Budget of the City of Grand Rapids for Fiscal Year 2008-2009, as amended previously.

MEMORANDUM

CITY OF GRAND RAPIDS

Date: December 15, 2010

To: Gregory A. Sundstrom
City Manager

From: Mari Beth Jelks
Director of Human Resources and Chief Examiner

Subject: AMENDMENT TO SALARY ORDINANCE 2008-45 FOR
APPOINTED OFFICIALS OF THE CITY OF GRAND RAPIDS

Recently the City Commission approved a five percent (5%) wage increase for the City Treasurer. A modification to the salary ordinance is necessary to incorporate this change. The attached Ordinance would implement the adjustment for the appointed official.

Position Title	Current Maximum Salary	New Maximum Salary
City Treasurer (U04)	\$108,322	\$110,975

Please place this item on the next City Commission agenda.

MBJ/ez

Attachment

YOUR COMMITTEE OF THE WHOLE recommends adoption of an ordinance to amend Salary Ordinance 2008-45.

CORRECT IN FORM

DEPARTMENT OF LAW

COMMITTEE OF THE WHOLE

Com. _____, supported by Com. _____,
moved to recommend adoption of the following ordinance:

Drafted by: Mari Beth Jelks, Director of Human Resources.

AN ORDINANCE TO AMEND SALARY ORDINANCE 2008-45 BY AMENDING
SECTION 1. THEREOF.

ORDINANCE 2010-

THE PEOPLE OF THE CITY OF GRAND RAPIDS DO ORDAIN:

Section 1. That Section 1. of Salary Ordinance 2008-45 shall be amended to read
as follows:

"Section 1 There is hereby established the following schedule of annual pay ranges
which shall be the basis for establishing the rate of compensation for the following
appointed officers of the City as indicated below:

APPOINTED OFFICERS

STEPS

<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Effective October 21, 2008:		
City Manager	\$125,142	\$150,848
City Attorney	\$103,426	\$125,715
City Treasurer	\$ 84,968	\$103,617
City Clerk	\$ 84,968	\$103,617
Effective July 1, 2009:		
City Manager	\$127,645	\$153,865
City Attorney	\$105,495	\$128,230
City Treasurer	\$ 86,668	\$105,690
City Clerk	\$ 86,668	\$105,690
Effective June 30, 2010:		
City Manager	\$130,836	\$157,712
City Attorney	\$108,131	\$131,435
City Treasurer	\$ 88,834	\$108,332
City Clerk	\$ 88,834	\$108,332

Effective January 1, 2011:

City Manager	\$130,836	\$157,712
City Attorney	\$108,131	\$131,435
City Treasurer	\$ 88,834	\$110,975
City Clerk	\$ 88,834	\$108,332

Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission.

Appointed officers continuing in office who are at the maximum of their respective pay range and who are re-appointed by the City Commission for satisfactory job performance shall continue at the maximum pay step for their salary range, as that range may be adjusted in this ordinance."

Section 2. The salary provisions of this Ordinance shall take effect January 1, 2011, and all Ordinances in conflict therewith are hereby repealed.

	Yeas		Nays
	_____	Bliss	_____
	_____	Gutowski	_____
	_____	Kelly	_____
	_____	Lumpkins	_____
	_____	Shaffer	_____
	_____	White	_____
	_____	Mayor Heartwell	_____
Yeas:	_____	Nays:	_____
Adopted:	_____	Failed:	_____

December 21, 2010

CITY COMMISSION

725

Effective July 1, 2009:

City Manager	\$127,645	\$153,865
City Attorney	\$105,495	\$128,230
City Treasurer	\$ 86,668	\$105,690
City Clerk	\$ 86,668	\$105,690

Effective June 30, 2010:

City Manager	\$130,836	\$157,712
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Each of the foregoing salary ranges shall consist of a minimum rate which is the lowest amount in the columns opposite the position title, a maximum rate which is the highest amount in the last column opposite the position title, and intermediate steps which shall be determined by the City Commission.

Appointed officers continuing in office who are at the maximum of their respective pay range and who are re-appointed by the City Commission for satisfactory job performance shall continue at the maximum pay step for their salary range, as that range may be adjusted in this ordinance."

Section 2. The salary provisions of this Ordinance shall take effect January 1, 2011, and all Ordinances in conflict therewith are hereby repealed.

Carried by a roll call vote: Yeas: 7 Nays: -0

Com. Kelly, supported by Com. Lumpkins, moved that the appropriation ordinance take immediate effect pursuant to Section 9 of Title V of the City Charter.

Adopted: Yeas: 7 Nays: -0

79962 Com. White, supported by Com. Gutowski, moved to recommend adoption of the following ordinance:

AN ORDINANCE TO AMEND SALARY ORDINANCE 2009-17 BY AMENDING SECTION 4.4. THEREOF.

DETERMINATION OF THE LOCAL OFFICERS COMPENSATION COMMISSION

April 9, 2001

2

To the City Commission:

The Local Officers Compensation Commission, having been created by virtue of MCLA 117.5c, submits its final determination for 2001.

The members of the Local Officers Compensation Commission (LOCC) are as follows:

Mary Alice Williams, Chair
LaMart Hightower
Debra A. Nixon
Jeffrey Portko
Daniel J. Spetoskey
Cedric Ward
Thomas (Mac) Wardrop

The Local Officers Compensation Commission met in public session on the following dates: March 26, 2001 and April 9, 2001.

Attached are the approved minutes for each of the sessions.

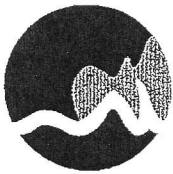
The Local Officers Compensation Commission has determined that the salaries of Grand Rapids elected officials (Mayor, City Commissioner, and City Comptroller) shall be established as follows:

Fiscal Year 2001-2002, beginning July 1, 2001:

Mayor:	\$37,277	-	17.9216	
City Commissioner:	\$22,001	-	10.5774	
City Comptroller:	\$53,623	-	25.7803	÷

Fiscal Year 2002-2003, beginning July 1, 2002:

current rates	Mayor:	\$39,141	-	8.7500
	City Commissioner:	\$22,496	-	10.5154
	City Comptroller:	\$54,159	-	26.0380



City Manager Fringe Benefits Cheat Sheet as of 1/1/2011

SALARY: CITY MANAGER = \$147,680 (eff. 1/1/2011).

HEALTH INSURANCE: City of Grand Rapids - (Meritain Health/Cofinity/4D Pharmacy) administrators

Medical: (See Summary Plan Document for full details)

- Co-pays: \$20 for office visits.
- Co-insurance: 10% (with a maximum of \$500 per family per year).

Dental: \$1,000 per person per calendar year (25% co-pay) preventative, restorative, and denture/bridges.

Vision: \$200 per person per calendar year (examination, lenses, and/or frames).

Prescriptions: Co-pays: \$10 Generic/\$20 Brand Name: Required OTC - 1st prescription: BeWell card

Nurse Advocate Program: Free confidential assistance with healthcare questions.

Opt-out Program: Receive \$150 per month into 457 plan in lieu of health insurance.

REQUIRED CONTRIBUTION TOWARD HEALTH CARE:

20% Premium Sharing (of City's blended-composite rate)

3

PENSION (Choice between Defined Benefits or Defined Contributions)

General Retirement System – Defined Benefits

- 10.2% employee contribution as of September 1, 2010.
- Vested retirement after eight (8) years of service.
- Full retirement benefit paid at age 62 (credited service x FAC x 2.7 multiplier).
- Ability to purchase two (2) years of credited service (applies to computation not eligibility).

ICMA-RC 401(a) Officers Option – Defined Contributions

- 9.00% employee contribution & 12.00% employer contribution with immediate 100% vesting.
- All purpose loans available (up to \$50,000 or 1/2 of participant's account balance).
- Long-Term-Disability insurance (paid for by employer).

SECTION 125 CAFETERIA PLAN BENEFITS (VOLUNTARY)

- Disability, Cancer, Term-Life, and Long-Term-Care Insurance.
- Flexible Spending Accounts (Medical and Daycare Reimbursement).

DEFERRED COMPENSATION & ROTH IRA (VOLUNTARY)

- ICMA-RC 457 Deferred Compensation Plan - Employee contributions only.
- ICMA-RC Roth IRA Plan – Employee contributions only.

DEATH BENEFIT: \$60,000.

INCOME MAINTENANCE: 75% up to one (1) year.

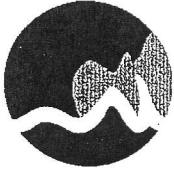
PARKING: FREE PARKING ACCESS AT ALL RAMPS

MISCELLANEOUS: Private office, access to computers and technology equipment, Tuition Reimbursement (per City Commission Policy #600-04), Employee Assistance Program (EAP – 3 free counseling visits per year), plus many more.

PER CURRENT EMPLOYMENT AGREEMENT: Professional development and travel, unrestricted use of automobile (with cell phone), job related general expenses, club memberships, \$500,000 term-life insurance, special unused sick leave rate, and an additional 5.00% employer contribution in ICMA-RC 457.

NOTE: ALL PERCENTAGES/FIGURES ABOVE ARE SUBJECT TO CHANGE IN THE FUTURE.

Prepared by Mari Beth Jelks, Director of Human Resources



City Commission Fringe Benefits Cheat Sheet as of 1/1/11

SALARY: Mayor - \$39,141 & car allowance / City Commissioner - \$22,496 & mileage reimbursement

HEALTH INSURANCE: City of Grand Rapids - (Meritain Health/Cofinity/4D Pharmacy) administrators

Medical - \$20.00 co-pay for office visits

- 10% co-insurance for inpatient hospitalization (with a maximum of \$500 per family)
- \$150 co-pay for Emergency Room visits

Prescriptions - \$10/\$20 co-pay: Required OTC - 1st prescription: BeWell card

Vision - \$200 a calendar year (examination, lenses, and/or frames)

Dental - \$1,000 a calendar year (25% co-pay) preventative, restorative, and denture/bridges

Nurse Advocate Program: Not eligible for Opt Out benefit (per City Commission Policy): Retiree Health insurance defined contribution (RHSA employee/employer contribution)

REQUIRED CONTRIBUTION TOWARD HEALTH CARE:

20% Premium Sharing (of City's blended-composite rate)

SECTION 125 BENEFITS AND CAFETERIA BENEFITS (Voluntary Enrollment):

- Disability Insurance
- Life Insurance
- Cancer Insurance
- Flexible Spending Accounts (Medical and Daycare Reimbursement)

PENSION: General Retirement System

- 6.15% employee contribution for new hires after 1/1/11*
- Vested retirement after eight (8) years of service if member contributions are not withdrawn.
- Full retirement benefit paid at age 62 (credited service x FAC x 2.0 multiplier if new post 1/1/11)*
- Early retirement with actuarial reduction available provided the member has at least ten (10) years of service and attained age fifty-five; or twenty (20) or more years of credited service in force.
- An ability to purchase two (2) years of credited service applies to allowance computation not eligibility. * (employee contribution and multiplier varies prior to 2011)

PARKING: (FREE PARKING ACCESS AT ALL RAMPS)

DEFERRED COMPENSATION (VOLUNTARY)

ICMA 457 deferred compensation plan – (employee contribution only)

ICMA Roth IRA Plan – (after-tax)

DEATH BENEFIT: \$60,000

TUITION REIMBURSEMENT: (Per City Commission Policy #600-04 – allowed to take formal education courses for academic credit with reimbursement.)

EMPLOYEE ASSISTANCE PROGRAM: EAP Counseling services (3 free visits per year)

MISCELLANEOUS: Access to computers and technology equipment and private office


NOTE: ALL PERCENTAGES/FIGURES ABOVE ARE SUBJECT TO CHANGE IN THE FUTURE.

BC Enquirer February 2011 - FOIA cell phone expense request

[illegible]

CITY COMMISSION POLICY

6

GRAND RAPIDS  MICHIGAN	NUMBER: 600-13	HISTORY	
	DATE: November 17, 1970	FILE #	DATE
	FILE NUMBER: 23212	45319	07/02/85 05/15/96
	DEPARTMENT: HRD/ LABOR RELATIONS		

SUBJECT: ASSIGNMENT OF 24-HOUR VEHICLE USE TO ELECTED AND APPOINTED OFFICIALS, AND EMPLOYEES OF THE CITY

PURPOSE: To establish a uniform basis on which the City may assign or rescind assignments of 24-hour vehicle use to officials and employees.

POLICY:

1. Vehicles are a prerogative of the offices of Mayor and City Manager.
2. Vehicles may be assigned to any other elected or appointed City official, or employee, on a 24-hour basis. Assignments shall be subject to periodic review and are subject to being rescinded at the sole discretion of the City.
3. Vehicle assignments on a 24-hour basis may be made on a year-round, seasonal or temporary basis.
4. Vehicles assigned on a 24-hour basis may be used only by the employee or official for the performance of City business, and for travel between the site of such City business and the employee's or official's home. City vehicles shall not be used for personal business or personal convenience of the employee, official, or members of his/her family. These restrictions do not apply to vehicles assigned to the Mayor and the City Manager.

ASSIGNMENT PROCEDURES

5. All department heads shall be responsible for initially reviewing employee requests for 24-hour vehicle assignments. If the department head does not recommend approval of the assignment, it shall not be made. No further review shall take place.

CITY COMMISSION POLICY

NUMBER: 600-13

Page 2 of 2

6. The City Manager shall be responsible for reviewing the requests of department heads and all the favorable recommendations they have made. If the City Manager does not approve the requested or recommended assignment, it shall not be made.
7. The City Commission shall be responsible for reviewing the requests for 24-hour vehicle assignments for its own members and for the officials it appoints. Unless the Commission, by vote, approves such assignments, they shall not be made.
8. The City Manager shall report periodically to the City Commission on all existing 24-hour vehicle assignments.

REVIEW CRITERIA

9. Vehicle assignments on a 24-hour basis may be made if it is determined that such assignment will result in a more economical and efficient use of City resources in the performance of emergency or on-call duties beyond the normal work day.
10. Vehicle assignments on a 24-hour basis may be rescinded due to:
 - a. A change in City Commission policy.
 - b. Budgetary constraints.
 - c. Violation of this policy by an employee or official.
 - d. A determination that the assignment is no longer an economical or efficient use of City resources or not in the best interest of the City.

DISCIPLINARY PROCEDURES

11. If a City vehicle is used in violation of the above policy by a City employee, he/she shall be subject to disciplinary action.
12. If a City vehicle is used in violation of the above policy by a City Commissioner or an official they have appointed, he/she shall be subject to disciplinary action. It shall be the responsibility of the City Commission to investigate and carry out such disciplinary action if deemed necessary.

LIABILITY WHEN CITY VEHICLE USE IS NOT IN COMPLIANCE WITH THIS POLICY

13. The appointed or elected official, or employee (rather than the City) shall be liable for all damages to City vehicles and for claims made by others if City vehicle use resulting in such damage or claims is not in compliance with the above policy.

City of Grand Rapids Twenty-Four Hour Vehicle Assignments

December 4, 2009

Environmental Services Department (2)

Utilities Supervisor

Utilities Supervisor, Seasonal-11/20-4/1

Engineering Department, Seasonal-3/1-12/1 (5)

Assistant City Engineer

(4) Construction Inspection Supervisor

Executive Office (3)

Mayor

City Manager, car allowance

Deputy City Manager, car allowance

Fire Department (8)

Acting Fire Chief

(2) Deputy Fire Chief

Assistant Fleet Maintenance Supervisor

Training Supervisor

Acting Fire Investigator

Hazardous Materials Planner

Apparatus Maintenance Supervisor

Facilities and Fleet Management Department, Seasonal-11/20-4/1 (3)

Equipment Maintenance Superintendent

Equipment Maintenance Supervisor

Lead Equipment Mechanic

Police Department (78) - 8 = 70

Police Chief

Deputy Police Chief

~~(5) Police Captain~~

~~Police Lieutenant—Training~~

~~Police Lieutenant—Internal Affairs~~

~~Police Sergeant—Internal Affairs~~

Defective Unit

Police Captain

Police Lieutenant

(3) Police Sergeants

(20) Police Officers

K-9 Unit

(3) Police Sergeants

(5) Police Officers

Special Response Team

Police Lieutenant

(2) Police Sergeants

(15) Police Officers

(1) Spare Vehicle

Vice Unit

Police Lieutenant

(2) Police Sergeants

(13) Police Officers

Public Works Department (4)

(2) Streets and Sanitation Supervisor, Seasonal-11/1-4/1

Forestry Supervisor, Seasonal-11/1-4/1

Signal and Lighting Superintendent

Water System Department (3)

Water Filtration Plant Superintendent

Administrative Services Officer II—Coldbrook Pumping Plant

Utility Supervisor—Meter Maintenance, Seasonal-11/20-3/31